

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Bruce John Finne
Interim Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Jeff Brownfield 
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Human Resource Assistant and Human Resource Representative

DATE: September 9, 2015

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Human Resource Representative
Human Resource Assistant

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
2134 Human Resource Assistant	REVISE	2134 Human Resource Assistant	222	04	630	12/15/15
2135 Human Resource Representative	REVISE	2135 Human Resource Representative	222	02	630	12/15/15

Examination Conversion to E-Test and Elimination of Typing Test

The examination has been converted to E-Test. The typing test was eliminated from the examination and the points have been distributed to other examination content.

Voiding/Deleting Registers

The employment registers for the Human Resource Assistant and Human Resource Representative should be voided at the close of business on Monday, December 14, 2015. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Human Resource Assistant and Human Resource Representative classifications (Credentials Assessment & Knowledge Test) will be effective (available per E-Test) December 15, 2015. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 239 or at jeffb@sucss.illinois.gov.